



Financial Planning Committee

Minutes of Meeting

Date of Meeting: October 14, 2020
Location: Electronic Meeting

Members Present: Peter Grove, Chair
Paul Brent, Vice Chair
Peter Luckham, Executive Committee Representative
Sue Ellen Fast, Executive Committee Representative
Laura Patrick, Executive Committee Representative
Dan Rogers, Executive Committee Representative
Kate-Louise Stamford, Islands Trust Conservancy Board Representative
Laura Busheikin, Regional Planning Committee Representative
Deb Morrison, Trust Programs Committee Representative
Tahirih Rockafella, Local Trustee

Staff Present: Russ Hotsenpiller, Chief Administrative Officer
Julia Mobbs, Director, Administrative Services
David Marlor, Director, Local Planning Services
Clare Frater, Director, Trust Area Services
Nancy Roggers, Finance Officer
Robert Barlow, Legislative Services Clerk/Recorder

Others Present: Scott Colbourne, Trust Programs Committee Alternative Representative

1. CALL TO ORDER

The meeting was called to order at 10:02 a.m. Chair Grove offered gratitude for being able to meet on traditional and treaty territory of the Coast Salish First Nations.

2. APPROVAL OF AGENDA

2.1 Introduction of New Items and Re-Ordering of the Agenda

None

2.2 Approval of Agenda

By general consent the Committee approved the agenda.

ADOPTED

3. ADOPTION OF MINUTES / COORDINATION

3.1 Minutes of Meetings

3.1.1 Financial Planning Committee Minutes of August 19, 2020

By general consent the Committee approved the minutes as presented.

3.2 Resolutions Without Meeting

None

3.3 Follow up Action List

Director Mobbs provided an update on each of the items that are currently in progress.

4. TRUST COUNCIL BUSINESS

4.1 Budget 2021/22: Draft 1 Version 1 (D1V1)

4.1.1 Budget 2021/22 D1V1 Highlights – Briefing

Director Mobbs presented the briefing, indicating that staff will incorporate changes to D1V1 suggested by the Committee into Version 2 of Draft 1 of the budget.

4.1.2 Budget 2021/22 D1V1 Detail

The Committee expressed appreciation for the level of detail and thoroughness of the report. Discussion included the following questions and requests:

- A request was made to understand how many staff are eligible for a step increase to their salary in the year, and what the value of step increases is. Staff committed to return with the information at the next meeting regarding the number of staff eligible for increases, and indicated that step increases range from 3% - 5%, with 3% being the most common increase.
- Staff further explained that the annual wage increases for staff are a significant driver in budget growth, as salaries expense makes up more than 60% of the budget, as such a minimum 2-3% wage increase can translate to \$150K - \$160K per year, which can mean a 2% lift to the budget.
- The committee requested that the ITC budget be shown or highlighted separately from the rest of the budget.

ADOPTED

- Application fees were discussed, with the acknowledgement that a Model Fees Bylaw adopted by Trust Council may or may not be adopted by an individual LTC. As such, it is difficult to determine changes to fees revenue that may arise from this work. A question was raised in regards to whether increasing this revenue source would reduce the tax requisition. Staff indicated that it could, provided all else remained the same in the budget.

4.1.3 Budget 2021/22 D1V1 Funding Request Summary

Director Mobbs indicated that most of the Strategic Plan projects have gone to the respective Committees that oversee the work and that they have passed resolutions in support of the projects.

4.1.4 Budget 2021/22 D1V1 Funding Request Business Cases

The discussion included the following comments and questions:

- The committee inquired if there is a way to combine some of the projects once they are approved by Trust Council, and whether or not efficiencies would be realised through that. Director Marlor suggested that is a possibility, particularly with projects overseen by the RPC. However, any project requiring a specialist would require individual contracts.
- It was noted that most of the strategic plan projects are a continuation of a multi-year project that was initiated last fiscal year, with the addition of the heritage conservation mapping project.
- There is a need to clarify how the continuation of mapping the extent of eelgrass and kelp beds throughout the Trust Area will benefit individual LTCs or how LTCs will be able to use that information.
- The Committee inquired if there was some manner available to implement model bylaws for several LTCs who indicate they wish to adopt a particular model bylaw or for all LTCs. Staff noted that Section 11 of the *Islands Trust Act*, which provides the ability for Trust Council to establish procedures that one or more LTC must follow, is limited to procedural items and not substantive land use bylaws. The local planning services renewal project is creating a capacity to provide resources to implement projects that involve a number of LTCs.
- The Committee inquired if there is a possibility of setting a target that limits the total expenditure for all projects. It was noted that comparing the current budget to the previous year's budget or to last year's actual revenue and expenses results in different measurements of year over year change. In addition, the apparent budget increase is affected by

ADOPTED

including or not including the substantial federal government grant revenue to support the protection of species at risk.

The meeting recessed at 12:06 p.m., resumed at 12:30 p.m., and returned to agenda item 4.1.3. to discuss the staffing requests portion of the item.

4.1.3 Budget 2021/22 D1V1 Funding Request Summary

Director Mobbs highlighted the changes to staffing, including the two additional positions for the Islands Trust Conservancy. There are no business cases associated with these two positions in the agenda package as the Islands Trust Conservancy Board did not review any. The two positions will be funded by the federal government grant and are considered temporary.

FPC-2020-035

It was MOVED and SECONDED,

that Financial Planning Committee request the Islands Trust Conservancy manager to provide a Business Case for the proposed Species At Risk (SAR) grant employee positions.

CARRIED

Director Marlor clarified that the intention of the new Bylaw Compliance and Enforcement Officer (BCEO) position is not to focus solely on Short Term Vacation Rental contraventions throughout the Trust Area, but rather to disperse all BCEO positions across the Trust Area and they will respond to all contraventions within their designated areas.

By general consent the order of business on the agenda was varied to address item #8 and #9 prior to item #5.

8. CLOSED MEETING

FPC-2020-036

It was MOVED and SECONDED,

that the Financial Planning Committee meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, s. 90 (1)(g) litigation or potential litigation affecting the municipality; and s. 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could

ADOPTED

reasonably be expected to harm the interests of the municipality if they were held in public; and that staff be invited to remain in the meeting.

CARRIED

The Financial Planning Committee closed the meeting at 12:46 p.m. and reconvened in open meeting at 1:37 p.m.

9. RISE AND REPORT

None.

5. BUSINESS

5.1 Financial Planning Committee 2021 Meeting Dates - RFD

FPC-2020-037

It was MOVED and SECONDED,

that Financial Planning Committee adopt the proposed meeting dates for 2021 as presented.

CARRIED

FPC-2020-038

It was MOVED and SECONDED,

that Financial Planning Committee direct staff to schedule all the 2021 Financial Planning Committee meetings as electronic meetings, and list the Victoria Office Boardroom as the public meeting location, should Ministerial Orders under the *Emergency Program Act* regarding local government meetings change in 2021 requiring a physical location be provided.

CARRIED

5.2 Posting Financial Planning Committee Meeting Records to the Website - RFD

FPC-2020-039

It was MOVED and SECONDED,

that Financial Planning Committee post their electronic meeting recordings to the Islands Trust website beginning with the meeting in November, 2020.

CARRIED

ADOPTED

5.3 Community Amenity Contributions - Briefing

FPC-2020-040

It was MOVED and SECONDED,

that Financial Planning Committee refer the Community Amenity Contributions briefing to the Regional Planning Committee.

CARRIED

Opposed by Trustee Brent

By general consent the Committee returned to agenda item #4.1.

4.1 Budget 2021/22: Draft 1 Version 1 (D1V1)

FPC-2020-041

It was MOVED and SECONDED,

that Financial Planning Committee request staff return to the November 12, 2020 meeting with options for a budget that is no more than \$8.3M.

CARRIED

6. NEW BUSINESS

None.

7. TOWN HALL & DELEGATIONS

Trustee Scott Colbourne expressed gratitude for the work of the Financial Planning Committee and expressed an interest in knowing what a budget of \$16M would look like.

There were no delegations.

10. NEXT MEETING

Thursday, November 12, 2020, from 10:00 a.m. to 3:00 p.m.

ADOPTED

11. ADJOURNMENT

By general consent the meeting adjourned at 2:00 p.m.

Peter Grove, Chair

Certified Correct:

Robert Barlow, Legislative Services Clerk/Recorder